

Office Move Document Flow

The following process will be followed to document Move Services requests.

1. Customer submits GSFC 20-35 (Move List) with Funding Information to Office Move Coordinator
2. Coordinator schedules/confirms date of move with Customer
3. Coordinator assigns move number and date to the request (2 digit Year, Julian Date and move number For example: 08165-01)
4. Coordinator does a site visit and determines estimated cost, manpower and equipment to service the request
5. Coordinator request manpower and equipment (schedules) with Move Company to service the request
6. Coordinator confirms Move Company's arrival and timely service to the Customer's request
7. Coordinator prepares a delivery ticket of Move Activity for each customer's move. Each ticket must include:
 - **Date of Service**
 - **Move Number**
 - **Place of Service (From/To)**
 - **Manpower (job class) Used i.e. 1 Lift Gate, 1 Supervisor, 3 Movers, 2 installers**
 - **Start/Stop Time**
 - **Signature of Preparer**
8. Coordinator prepares a delivery ticket of Move Activity for each customer's move and enters the information into Studio Suite 8. Each ticket must include:
 - Includes description of services,
 - move number,
 - WBS, Cost Center, Fund and Internal Order Number,
 - Building,
 - Organization,
 - Customer Name
 - Outside Service,
 - Office Move/Installation etc –
 - Office Mover's Vendor: Estimate

9. Coordinator confirms an invoice submitted for each delivery ticket
10. Coordinator delivers a move package to Transportation/Traffic Management containing the following: delivery ticket, copy of the GSFC 20-35 and a copy of the original estimated Studio 8 move ticket.
11. Transportation/Traffic personnel will:
 - a. Match the delivery order to the invoice
 - b. Verify hours billed
 - c. Verify cost billed
 - d. Transportation/Traffic personnel will:
 - e. Approve the invoice for payment
 - f. Enter the actual cost on the invoice in the Studio 8 move ticket then generate a final invoice from the system
 - g. Set the Studio 8 flag to invoiced
12. Transportation/Traffic Personnel will:
 - a. Create a voucher package that includes the approved vendor invoice, delivery ticket, GSFC 20-35 and the final invoice from Studio 8 that matches the vendor invoice.
 - b. Deliver the invoice package to accounting.
13. The Business Management Office will generate a billing report at the end of each month.
 - a. IT will extract a report from Studio 8 for “Invoiced” Moves containing customer name, move number, bldg, date of service, Fund, WBS, Cost Center
 - b. The business office will sort the report by billing information and forward to the Code 279 resources analyst to bill customers

Customer -- Govt/Contractor personnel requesting move services.

Coordinator – Logistics contract employee who oversees move coordination services

Move Company -- Company awarded Tender of Service